



**The City of Santa Clara
California
EMPLOYMENT OPPORTUNITY**

ELECTRIC METER TECHNICIAN #60-08-426

Open/Competitive

MONTHLY SALARY RANGE: \$6,455 - \$ 7,837 (Longevity Pay up to \$ 8,246)

QUALIFICATIONS: Applicants, at time of filing application, must possess the following qualifications:

- Age: Minimum - 18 years
- Graduation from high school or possession of a G.E.D.; and
- One (1) year of experience as a journey level electrical worker and/or completion of a formal thirty-six (36) month Electric Meter Technician apprenticeship program.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

LICENSE(S) AND OTHER REQUIREMENTS: Applicants, at time of filing application, must possess:

- Possession of a valid California Class C driver's license is required at time of application and for duration of employment.
- A medical examination will be required prior to appointment.
- Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.
- Must be able to perform all of the essential functions of the job assignment.

DISTINGUISHING CHARACTERISTICS OR SPECIAL CONDITIONS:

Incumbents in this classification are responsible for the testing, maintenance, repair and installation of the City of Santa Clara's electric revenue and power quality metering equipment, including equipment history documentation and communication for remote access.

APPLICATIONS:

An "on-line" Employment Application can be downloaded from the following website address:

http://santaclaraca.gov/hu_resources/hr_employ_app.html or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

FINAL FILING DATE:

Incomplete applications will not be accepted. A completed City application must be received by the Human Resources Department, 1500 Warburton Ave., Santa Clara, CA, 95050 **no later than 5:00 p.m. Thursday, October 9, 2008.** FAX number is (408) 247-5627.

Electric Meter Technician #426 (continued)

EXAMINATION WEIGHT/DATE: 50% Written Examination
50% Oral Examination

All candidates must attain a passing score of 70% on each phase of the examination process to qualify for the Eligible List. A department interview will be required prior to appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of: Various electricity meters and metering software packages, their operation, and the methods and equipment used in their testing and repair; Various Power Quality analyzers and associated software, their operation and methods of installation and data retrieval; Correct English usage, including spelling, grammar, punctuation and vocabulary; and Environmental and safety practices, procedures and standards Ability to: Perform minor electrical work efficiently and safely; Keep and maintain accurate time, materials, and preventative maintenance history records; Perform basic mathematical calculations; Use a personal computer and use standard word processing, spreadsheet and database software programs; Communicate clearly and effectively, both orally and in writing; Understand and follow oral and written directions; Deal tactfully and courteously with others; Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public; Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties; Effectively handle multiple priorities, organize workload, and meet strict deadlines; Work in a team-based environment and achieve common goals; Maintain calm, composed, and professional performance regardless of the situation; adapt easily and respond quickly, stay focused and remember details; Walk or stand for extended periods of time and bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties; and Ability to lift 75 pounds of static weight.

TYPICAL DUTIES: Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed. Under general supervision: Performs shop and field tests; repairs, rebuilds, installs, and wires all styles of electricity meters and metering equipment, including transformer rated meters, pulse relays, and recorders; Troubleshoots complex metering schemes; Performs routine field checks of complex industrial meters to insure proper operation; Determines types of meters and related material necessary to accurately record electrical energy consumption; Investigates power quality complaints; Creates reports and assists Engineers and Supervisors with data interpretation utilizing various power quality analyzers and associated software packages. Performs load surveys; Makes minor instrument repairs and calibrations; Maintains electricity meter and departmental instrument histories; Receives and issues electricity meters and related material; Maintains accurate inventory records; Operates computers for shop work, field testing, and interrogation of metering installations; Builds and installs metering programs utilizing various metering software packages; Troubleshoots metering communication issues; and performs other related duties as assigned.

VETERAN'S PREFERENCE POINTS: This position qualifies for Veteran's Preference Points. Applicants who have separated from service (Active Duty Status) must submit proof of honorable discharge (Form DD214) with their application at time of filing.

BENEFITS: The City participates in the California Public Employees' Retirement System (2.7% @ 55 or 3% @ 50) integrated with Social Security. A summary of benefits for this position may be obtained online at <http://santaclaraca.gov/pdf/benefitunits/BenefitInfo578.pdf> or from the Human Resources Department.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
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